

**Memorandum of the Meeting
Study Session/Meeting
Twenty-Eighth Town Council of Highland
Monday, March 19, 2018**

The regular study session of the Twenty-Eighth Town Council of the Town of Highland was convened at the usual place, Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in the plenary meeting room on **Monday, March 19, 2018** at the time of 6:32 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Mark A. Herak, Dan Vassar, Steve Wagner and Konnie Kuiper were present. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Additional Officials Present: Kathy DeGuilio-Fox, Redevelopment Director was present.

Additionally present: Ed Dabrowski, Contract Information Technology Consultant; and Susan Murovic, Advisory Board of Zoning Appeals were additionally present.

General Substance of Matters Discussed or Proposed

1. **Report and recommendation of Tauber Law Office regarding non-fraternization amendments.** The Town Council and the Clerk-Treasurer reviewed the draft of the Non-fraternization policy prepared by the Town Attorney's law offices.

The Town Council President noted that he had shared the draft with Ms. Lara Corpus, who is a human resource professional and member of the Highland Board of Sanitary Commissioners, for her review and comment. The Town Council President further stated that he believed her review would be completed in time for the Non-fraternization policy to be taken up by the Town Council at the plenary business meeting on March 26, 2018.

2. **Discussion of possible purchase of 17 Dell desktop (towers) and 8 24" monitors.** The IT Consultant discussed the quote he solicited from Dell EMC, for the rotation and replacement of seven computers in the Police Department and ten for various departments of the civil town. The IT consultant also noted that the current replacement pattern is four years rather than the former three years. As presented he noted that the total cost would be **\$18,949.92**. The IT Consultant further reported the cost allocation would be \$7,915.56 for the police department share and \$11,034.36 for the civil town share.

The Town Council and the IT Consultant also discussed the disposition of the computers that were being retired. It was noted that the provisions of IC 5-22-22 would govern the disposal of the personal property assets.

3. **Review of Likely Matters for the Town Council plenary business meeting.** The Town Council and the Town Clerk-Treasurer reviewed the listed matters likely to be taken up at the plenary business meeting of Monday, March 26, 2018.

It was noted that the Lake County Community Development Department has sent out the renewing agreement for the Town's participation in the urban county program and to share in the community development block grant program.

The law governing the appointments that were still pending was reviewed, noting the provisions of IC 36-1-8-10 and its new requirements for a 90-day holding over for appointments and the very new provision transferring the appointment from the local appointing authority to the county chair of the party of the person requiring reappointment.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, March 19, 2018**, was adjourned at 6:50 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer